

Human Resource Information System (HRIS)

Answering questions about YOU!

(MAC Edition)

The Human Resources Information System (HRIS) is available to all NASA Glenn civil service Macintosh users.

HRIS provides personnel and training information to supervisors and employees. Each employee is able to review his or her current status, employment history, and training history. Supervisors, in addition to their own information, will be able to review information about individuals within their organization.

This system requires a userID and password. The form for requesting access to HRIS may be obtained on the World Wide Web at:

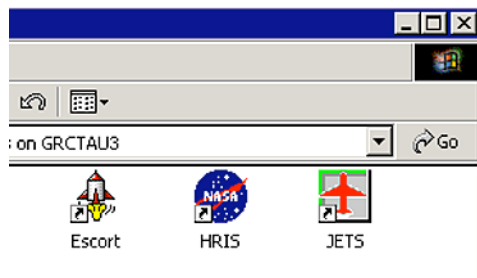
<http://www.grc.nasa.gov/WWW.OHR/hris-mac.htm>

For security purposes, please complete the form, sign, and return it to DBA Mail Stop 142-4. Your password to access HRIS will be mailed to you in a sealed envelope marked, "To be Opened by Addressee Only."

For those running OS X, you access HRIS through the Business Apps folder in Windows Terminal Server (CITRIX) as shown below.:



WTS will launch and you will be asked to log in. This log in is the same userID and password you would use to log into an ODIN PC at Glenn. Once logged in, open the Business Apps folder and click on the shortcut for HRIS as shown below:



The next screen that comes up is the HRIS log in screen, as follows:

A screenshot of the HRIS login screen. The window title is 'Human Resources Information System'. The main header area features the NASA logo on the left and a blue box with the text 'Glenn Research Center Human Resources Information System' on the right. Below the header, there is a message from the 'Attention Supervisor's' and a 'Login' form. The message states: 'After you log in, please check out the new "What's New" feature on the menu bar. It will provide information on all HRIS enhancements implemented during the new millennium.' The 'Login' form has fields for 'User ID:' and 'Password:', and buttons for 'OK', 'Cancel', and 'Help'.

Once you are logged in, you should be able to follow the prompts or use the “help” menu to navigate through the system.